ALGONQUIN COLLEGE

Finance &
Administrative Services

COLLEGE CREDIT CARD PROGRAM
REPORTING DEADLINES – 2023

BILLING MONTH	BILLING DATE (LAST BUSINESS DAY OF THE MONTH)	WORKDAY CODING/APPROVAL DEADLINE (BY END OF DAY)
January	January 31, 2023	February 7, 2023
February	February 28, 2023	March 7, 2023
March	March 31, 2023	April 10, 2023
April	April 28, 2023	May 5, 2023
May	May 31, 2023	June 7, 2023
June	June 30, 2023	July 10, 2023
July	July 31, 2023	August 8, 2023
August	August 31, 2023	September 8, 2023
September	September 29, 2023	October 6, 2023
October	October 31, 2023	November 7, 2023
November	November 30, 2023	December 7, 2023
December	December 29, 2023	January 5, 2024

The Workday guides for completing expense reports can be found here:
- https://www.algonquincollege.com/workday/employee-userguides/
- Create Expense Report — PCard

February 2023